

Memorandum

To: Planning and Zoning Commission
From: Martin Zimmermann, AICP, Planning Manager
Date: November 20, 2014
Re: 2015 Planning and Zoning Commission meeting dates and deadlines for submitting applications

The Planning and Zoning Commission regularly meets on the 1st and 3rd Thursday of every month at 6pm. Workshop meetings are generally held on the same day, beginning at 5pm. Commission by-laws require the Commission to adopt a regular meeting schedule for each year. In order to avoid scheduling conflicts with the City of Bryan's holiday schedule (New Year's, Good Friday, and July 4th) and Spring Break, staff proposes the following 20 Planning and Zoning Commission regular meeting dates for 2015:

January 15*
February 5
February 19
March 5*
April 16*
May 7
May 21
June 4
June 18
July 16*

August 6
August 20
September 3
September 17
October 1
October 15
November 5
November 19
December 3
December 17

* denotes only one meeting in the month

Applications that must be considered by the Planning and Zoning Commission must be submitted to the Development Services Department at least 22 days in advance of the meeting during which that request is to be considered. This allows adequate time for the preparation of required meeting notices, staff review and the preparation of a staff report. Applications for approval of subdivision plats, Conditional Use Permit (CUP) and Planned Development (PD) zoning districts require prior review by the Site Development Review Committee (SDRC) and may be scheduled for Commission consideration more than 22 days following the submission of an application.

Regular meetings may be cancelled if not needed. Special meetings or workshop meetings of the Commission may be called by the Chairperson or upon request to the Chairperson.

Staff recommends approving this proposed regular meeting schedule for 2015.